



DEPARTMENT OF THE NAVY, COMMANDER, NAVY REGION EURAFSWA  
HUMAN RESOURCES OFFICE, NAPLES, ITALY

**INSTRUCTIONS FOR U.S. CITIZEN LOCAL VACANCY ANNOUNCEMENTS**

Vacancy announcements and forms can be downloaded from  
<http://www.cnic.navy.mil/Europe/About/Jobs/U.S.Vacancies/index.htm>

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**EEO STATEMENT:** Consideration will be given without regard to race, color, religion, sex, national origin, age, sexual orientation, and/or handicapping condition (physical/mental) which have no bearing on ability to perform the work.

**1) HOW TO APPLY: INFORMATION AND DOCUMENTS REQUIRED ON APPLICATIONS/RESUMES**

Effective 22 May 2011, CHART system was replaced by USAJOBS. Applicants are strongly encouraged to develop their resume using the USAJOBS system tools at <http://www.usajobs.gov>. This will allow you to complete your resume and ensure that you are providing important information about your experience and education and will optimize your consideration for vacancies. You can also print your completed resume and submit it for all LOCAL vacancies.

**JOB INFORMATION:**

All applicants must submit the following information & documentation in order to receive proper consideration:

1. **Resume** containing the required information listed below:
  - ✓ Announcement number, position title, series and grade for position/s you are applying;
  - ✓ Full name, mailing address, with zip code, day and evening phone numbers (with area code);
  - ✓ Work experience (see **WORK EXPERIENCE** below);
  - ✓ Original signature and date.
2. **Citizenship & Residency Questionnaire** (must be filled out completely and signed), download this form at the following link: [https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp\\_a147048.pdf](https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp_a147048.pdf)
3. **Questionnaire for Military Spouse or Family Member Preference** (must be filled out completely & signed), download this form at the following link: [https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp\\_a130987.pdf](https://www.cnic.navy.mil/navycni/groups/public/documents/document/cnicp_a130987.pdf)
4. **DD214**, Member Copy-4 (if claiming Veteran's preference).
5. **SF-15**, if claiming 10 – point veteran's preference
6. **VA letter** – if claiming service connected disability.
7. **Most recent SF-50** - notification of personnel action showing Leave Without Pay (LWOP) status (if you are a current federal employee on LWOP eligible for Military Spouse and DoD Family Schedule A 213.3106(b)(6) appointments.)
8. **Copy of Transcripts** (if required by vacancy announcement) must be attached to receive credit for education. Foreign education must be accredited by an officially recognized U.S. accreditation authority and submitted with the job application. Refer to [www.opm.gov/qualifications/SEC-II/s2-e4.asp](http://www.opm.gov/qualifications/SEC-II/s2-e4.asp).

**WORK EXPERIENCE:**

Give the following information for your work experience/s:

1. **Job title** (include pay schedule, series and grade/pay band if experience gained in the Federal employment);
2. **Starting and ending dates** (must specify month and year, work schedule, and hours worked per week (e.g. 40 hours);
3. **Duties and accomplishments** (identify percentage of time spent when work involved multiple/varying duties)
4. **Salary** (annual)
5. **Employer's name and address**. Supervisor's name and phone number (Indicate if we may contact your current supervisor.)

**TYPING SKILLS:** For positions requiring a **qualified typist** or with a parenthetical "O/A" title, applicants must self-certify their typing proficiency on the appropriate block of the application form or resume, indicating typing speed. To be certified as a qualified typist you must meet a minimum of forty (40) words per minute in English.

**EMERGENCY-ESSENTIAL (E-E) POSITIONS:** In the event of a crisis situation, the incumbent, or designated alternate, must continue to perform the E-E duties for up to 18 months, unless relieved sooner by proper authority. The incumbent, or designated alternate, may be required to take part in readiness exercises. E-E designated positions cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the organization to function effectively; therefore, the E-E position requires the incumbent, or designated alternate, to be screened for military recall status, and sign DD Form 2365 (DoD Civilian Employee Overseas Emergency – Essential Position Agreement) as a condition of employment.

**DRUG TESTING DESIGNATED POSITIONS:** Position is subject to drug testing prior to employment and random drug testing thereafter, as a condition of employment.

**2) WHO MAY APPLY (AREA OF CONSIDERATION FOR JOBS):**

- Each vacancy announcement includes a designated area of consideration which is the primary area where we are seeking applicants. You are encouraged to apply for positions if you are within the specific area of consideration stated in the announcements.
- Applicants not within the area of consideration specified under the local announcement may apply through the USAJOBS system at <http://www.usajobs.gov>
- **Dependents of contract employees are not** considered family members for the purposes of DoD Instruction 1400.23, Employment of Family Members of Active Duty Military Members and Civilian Employees Stationed in Foreign Areas, and therefore, not eligible for employment under the family member hiring authority program.
- **Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position., or a Local National position.**

**3) WHERE TO APPLY:**

- Applications are accepted at the Security Pass and ID office at Capodichino, **OR** at the HRO, located in Admin 1, Capodichino, **OR** by mailing to HRO, PSC 817 Box 29 FPO AE 09622, **OR** at Fleet and Family Center (FFSC). No applications will be accepted by email.
- **APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.** Additional information/documentation will not be accepted after the announcement closing date. Applications/resumes and other attached forms will not be returned.

**4) DEPENDENT HIRING AUTHORITY (SCHEDULE A, EXCEPTED APPOINTMENT):**

- The appointment of a dependent of a member of the U.S. Armed Forces **OR** a dependent of a U.S. civilian employee of a U.S. Government Agency, is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area or the separation of the appointee's sponsor.
- Residency requirements, Military Spouse/DoD Family Member preference will be verified prior to appointment. The selectee will be required to submit various documents to include Sponsors orders and other documents to support their self certification indicated on the residency and the Military Spouse or DoD Family Member Preference Questionnaire. Click on [\(link\)](#) for detailed information regarding this eligibility.

**5) GENERAL INFORMATION:**

1. A separate application is required for each position for which you are applying. It is your responsibility to submit a complete application form. You will be rated ineligible if an incomplete application package is submitted. Information contained in Official Personnel Folders (OPFs) and copies of Position Descriptions **WILL NOT** be used to determine qualifications.
2. Employment is contingent upon selectee's ability to attain and maintain eligibility for status as a member of the U.S. civilian component under the NATO and Status of Forces Agreement.
3. Veteran's preference will be applied within each external recruitment source as appropriate.
4. Employment of relatives is restricted in accordance with 5 CFR 310.103.
5. Management may name select qualified **noncompetitive eligibles** (current and former employees eligible for noncompetitive appointment in the federal service) at any time during the recruitment process, outside of the vacancy announcement. Veteran's preference does not apply to this category of applicants.
6. Selectees for positions having known promotion potential (KPP) may be noncompetitively promoted to the next higher level upon recommendation of the supervisor when all regulatory requirements have been met. However, promotion is not guaranteed and no promise of promotion is implied.
7. All applicants are evaluated for "**Ordinarily Resident**" status. A person is "ordinarily resident" if he/she physically resides in Italy for more than one (1) year without affiliation with U.S. Forces.
8. Selectees for supervisory/managerial positions will be required to serve a probationary period of one (1) year if they have not previously held a supervisory or managerial position in the Federal Government as required by 5 CFR 315.
9. Certification of applicants for additional vacancies may be made from the announcement for essentially identical positions (same title, series, grade/pay band, major duties) within 120 days after the original closing date.
10. Males at least 18 years of age and older are required to register with the Selective Service System to be eligible for appointment by executive agencies of the Federal Government (reference 5 U.S.C. 3328).
11. The Department of the Navy provides Reasonable Accommodation to applicants with **disabilities**. Applicants who believe they require reasonable accommodation should contact the CNREURAFSWA Human Resources Office (HRO) at DSN 626-5409, to ensure consideration of such request may be given. The decision to grant an accommodation will be made on a case-by-case basis.